

SUMMER TRANSPORTATION INSTITUTE
MDT Kick-Off Meeting
May 7, 2007

MEETING NOTES

Present: Sue Sillick, Kris Christensen (MDT Technical Panel),
Susan Gallagher (WTI, by teleconference)

- I. **Introductions.** The MDT Technical Panel for the STI was introduced, which includes Sue Sillick (Project Manager), Kris Christensen (Engineering Trainer), Lloyd Rue (FHWA), and Jennifer Jensen (MDT Human Resources). Jennifer Jensen and Lloyd Rue were not present.

- II. **Project Manager Role.** Sue Sillick, as project manager, will serve as liaison between the PI and technical panel. She reiterated contractual responsibilities, including open communications regarding any changes to scope, time, or cost of project. Any changes to key project personnel also need to be communicated and approved by MDT. Before project is finalized, permission to publish any conference papers will need to be obtained from MDT. For items like newsletter articles, credit should be given to FHWA and MDT for funding and administration of project. Project expenditures are on a cost reimbursement basis and total costs are not to exceed the allocated budget. Also, MDT will hold back 15% of total costs until the project is closed out and the final report accepted.

- III. **Project Deliverables.** Monthly progress reports will be made until after the STI is conducted. Additional reports can be made on a quarterly basis until project is closed out. The Technical Panel will decide if they want a project summary report for this project. Final draft reports should represent the contractor's best effort.

- IV. **Implementation Plan.** Susan Gallagher reviewed work plan items completed to date. Recruitment materials were sent out to schools in March. To date, 13 student applications have been received. A selection committee will meet on May 8 to make selection decisions. No restrictions were placed on out-of-state applicants. The Intermodal Advisory Board met in May 2007. Four STI staff have been hired for the program (a Program Coordinator, Teaching Assistant, and two Residence Hall Advisors). Dorm rooms, meals, and teaching space have been secured on campus for participants. The program curriculum is currently being developed.

The schedule for closing out the 2007 project was discussed. Preparations for the 2008 program and preparation of the final report for the 2007 program will be moved up. The target date for close-out of the 2007 project is December

2007. A proposal for the 2008 STI will be developed and submitted to FHWA in October with tentative funding approval in January or February 2008.

Issues related to oversight in the dormitories were discussed. For the 2007 program, all four STI staff will stay on-site in the dormitories for the duration of the program. This increases adult supervision from 2 to 4 persons in the evenings and on weekends. This will also provide greater overlap between daytime and evening activities and will improve communication between teaching and RA staff. Both RAs hired for this year's program are currently working as RAs in residence halls and have completed intensive training programs. An STI training will be held for all staff a week before the program begins to establish and communicate guidelines, policies, and procedures for the program. Also, the rules will be provided at the student-parent orientation, clearly indicating that parents will need to pick up students who do not follow the rules.